



Advanced Research Projects Agency for Health

Overview:

ARPA-H (Advanced Research Project Agency for Health) is seeking highly qualified candidates to join our leadership team. ARPA-H is a new agency established with the mission of creating breakthrough solutions to America's most challenging health-related problems. ARPA-H will support high-uncertainty, high-reward programs to solve hard challenges using programmatic approaches that other agencies cannot or do not use. With a scope spanning the molecular to the societal, ARPA-H programs have the potential to radically improve everyone's health. Our streamlined awards process enables us to act quickly and catalyze cutting-edge biomedical and health research. ARPA-H will create an environment to support the best ideas from Program Managers that will bring together dynamic teams to solve the toughest health challenges. Our rigorous program design, competitive project selection process, and active program management ensure thoughtful and impactful expenditures. ARPA-H Program Managers serve for limited terms to ensure a constant infusion of fresh thinking and new perspectives. More information on ARPA-H can be found here: <https://arpa-h.gov/>

People Operations Growth and Scale Advisor

Description:

ARPA-H is seeking a skilled and experienced People Operations (PO) Growth and Scale expert to join our agency. The PO Growth and Scale Senior Advisor will be responsible for supporting agency leadership in the design and implementation of a staffing strategy to meet current organization growth requirements and scaling towards an effective steady state in a timely manner. The candidate will be expected to leverage expertise in best-in-class industry practices and SaaS tools to deliver innovative solutions that optimize our talent acquisition, onboarding, performance management, development, training, and retention initiatives in a high growth environment. The Growth and Scale Senior Advisor will work closely with executive team leaders with expertise on federal government staffing and performance management practices, collaborating to create a best-in-class growth and scale approach to help fulfill ARPA-H's unique mission. The ideal candidate should have extensive PO leadership experience in high growth start up environments, preferably in the health technology or biotech research and development sectors. In addition, the candidate should have excellent communication and interpersonal skills, strong organizational and analytical abilities, and a deep understanding of PO practices and principles.

Key Responsibilities:

- Lead the development and implementation of staffing strategies that support the agency's high growth and scalability objectives for the organization.
- Collaborate with key stakeholders to identify and address HR challenges and opportunities, including evaluating and providing recommendations for technology solutions to streamline all aspects of PO including recruitment, onboarding, and training.
- Coordinate across the agency to collaborate with all agency leaders to align PO practices with business and technical program objectives and facilitate change management initiatives relative to current PO practices.



- Provide oversight for recruitment process, including job postings, resume screening, interviewing, and onboarding of new employees.
- Establish guidance for employee performance evaluation approaches, monitoring performance, providing feedback, and implementing improvement plans.
- Develop strategies for employee training and development programs that promote employee growth and support agency goals and foster a positive work culture.
- Lead development of standard operating procedures and agency policy based on private sector best practices and in alignment with government requirements for employee compensation and benefits programs, including salary reviews, bonus programs, and employee benefits.

Requirements:

- Bachelor's or Master's degree in People Operations (or Human Resources), Business Administration, or related field.
- At least 7 years of private sector experience in PO (or HR) management in a high growth start up environment, preferable in a health research and development technology or related field.
- Strong knowledge of PO practices, principles, and regulations, including recruitment, performance management, employee relations, compensation, and benefits.
- Excellent communication and interpersonal skills, including the ability to communicate effectively with employees and managers at all levels.
- Proven ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines.
- Strong analytical and problem-solving skills, including the ability to use data and metrics to make informed decisions.

The ARPA-H People Operations Growth and Scale Senior Advisor position is an essential role that will ensure ARPA-H's PO practices are aligned with the urgent need to grow and scale the organization, meet our business objectives, and promote a positive work environment. If you are a skilled PO professional with a passion for health technology research and development, we encourage you to apply. This is a term-limited position with an initial term of three (3), which may be extended for one additional term.

Apply at CAREERS@ARPA-H.GOV Please include subject line: PO Growth and Scale Senior Advisor Application

At ARPA-H, our customer is the American public, and we seek to build a mission-driven workforce that is as diverse as our customer base. We are building a culture that creates a space for visionary innovators in science, health, and in building a best-in-class ARPA organization. For this position, ARPA-H is able to use special hiring authorities that are legislatively granted that allow for a streamlined hiring and onboarding process.

Benefits: The PO Growth and Scale Senior Advisor will be hired at an industry-competitive salary commensurate with the selectee's qualifications and experience and ARPA-H salary guidelines. Full Federal benefits will be provided, including retirement, health and life insurance, leave, and savings plan (401(k) equivalent). Relocation and other incentives may be available.

Equal Employment Opportunity: Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation,



national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization. ARPA-H encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

Standards of Conduct/Financial Disclosure: ARPA-H inspires public confidence in our work by maintaining high ethical principles. ARPA-H employees are subject to Federal government-wide regulations and statutes as well as agency-specific regulations described on the NIH Ethics website. We encourage you to review this information. The position requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.

Foreign Education: Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the United States. We will only accept the completed foreign education evaluation. For more information on foreign education verification, visit the <https://www.naces.org> website. Verification must be received prior to the effective date of the appointment.

Reasonable Accommodation: ARPA-H provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.